



DATE: September 14, 2023

**IMMEDIATE OPENING:
Building Automation & Controls Project Manager**

JOB STATUS: Exempt, full-time

LEVEL: The Building Automation & Controls Project Manager is a mid-level position, in which the employee has an opportunity for advancement (moving up in rank to the position of Senior Project Manager) according to experience, knowledge base and skill level.

REPORTS TO: Senior Project Manager/ Managing Principal

BASED: Home Office (However, this position requires extensive travel to client sites and fixed equipment locations).

JOB PURPOSE:

The Building Automation & Controls Project Manager (PM) is responsible for all Scope of Work project management activities necessary for the proper project completion. This includes managing the: project timeline, budget, labor hours, material costs and project team activities; while ensuring materials and equipment are on hand to keep the project on time and at/or under budget. Additionally, the Project Manager may work with the Senior Project Manager or Managing Principal to determine and coordinate project staffing, as well as direct specific activities based on the project timeline. In addition to coordinating Company staff, (during the project) the PM coordinates project work with any on-site project partners, sub-contractors or maintenance staff.

In addition, the PM may work with the Operations Engineer to set up new jobs in the system, assist in bid preparation and allocate materials and equipment needed for successful project completion. The PM coordinates with the Operations Engineer to ensure the project schedule is maintained, all project deliverables are provided and that the project exceeds client expectations. The Project Manager is responsible for developing/ issuing change-orders and must frequently report on project status and any issues affecting the project scope of work or the timeline. Throughout the project, the PM is responsible for customer communications, answering any questions as well as, addressing and resolving project issues or problems, as they arise. At project end, the PM will provide project feedback to gauge the overall project's success and address any areas for improvement.

DUTIES:

- Responsible for all project management activities, including managing project deadlines to ensure projects are completed on time and within budget.
- Install, program, test, troubleshoot and commission control equipment and systems to meet project objectives.
- Report any system or overall project issue to the Senior Project Manager (SPM) for clarification or correction.
- Coordinate all project activities with the SPM; continually updating SPM on project status.



- Ensure personal shared internet calendar is continually up-to-date.
- Communicate and coordinate with client representative and subcontractors to ensure projects are being completed in cost-effective and timely manner.
- Provide Service Manager and/ or Operations Engineer with accurate "red lined" mark ups of "as built" condition for documentation and distribution.
- Provide feedback to the Senior Project Manager and Operations Engineer on the accuracy of project labor hour estimates and control components selection.
- Provide electronic copy of final control program and database to Project Engineer.
- As necessary, perform minor changes to controls system program.
- Attend internal division project planning/ progress, on-site construction and all other project meetings deemed necessary for successful project completion.
- As required, travel to customer locations to perform site walk-downs, installation or commissioning activities.
- As required travel to customer locations to provide technical support.
- Continually learn about latest control equipment and systems, HVAC control strategies, HVAC equipment, lighting controls, etc., for the effective performance of the role.
- Develop personal skills and capability through on-going trainings, as provided by the Company or elsewhere subject to Company approval.
- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures (expected of all employees).
- Performs other related duties, as assigned.

SKILLS (RANKED BY IMPORTANCE):

- Strong understanding of building automation and energy management software and systems. This includes varying vendor controls, HVAC control strategies, HVAC equipment, lighting controls, etc.
- Ability to learn and retain product information, as it pertains to the position. Excellent interpersonal and communication skills. This includes verbal and written skills.
- Ability to work alone or within a team environment.
- Ability to follow engineering drawings and specifications for equipment installation.
- Ability to detect errors or flaws in equipment and/or systems based on experience and product knowledge. This may include examining building layout and anticipation of any challenges or difficulties.
- Experience performing customer service roles. This includes providing training and technical support to clients.
- Strong organizational, planning, multi-tasking, and problem-solving skills.
- Computer literacy required. This includes program competency with: Microsoft Office (Word, Excel, and Outlook). Ability to operate computerized accounting spreadsheets.
- Excellent interpersonal and communication skills.
- Electrical, electronic, and mechanical skills required.
- Must be knowledgeable in the following areas: company's corporate mission and values, as well as company divisions, products, and services.



EDUCATION & QUALIFICATIONS:

- Preferred, Bachelor of Science degree in Project Management.
- Or Professional Certificate in Project Management, along with professional industry work experience.
- Or Undergraduate Certificate in Project Management, along with professional industry work experience.
- Or electrical, computer engineering or associated engineering degree, along with professional industry work experience.
- In lieu of a degree, a high school diploma or GED coupled with industry PM work experience of five or more years may be substituted.

Premier Energy Systems provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Premier complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Premier expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Premier's employees to perform their expected job duties is absolutely not tolerated.

NO PHONE CALLS
INTERESTED APPLICANTS EMAIL RESUME OR QUESTIONS TO:
jwoodrum@premiermch.com